LACS^{Link} Software Developer Certification Procedures

Attention Developers: *Developer is prohibited from representing to third parties that USPS has certified Developer's software product until USPS issues a software certification notice to Developer as described in Step 4, below. Prior to receiving the software certification notice from USPS, Developer may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the LACS^{Link} product.*

A certification package must be completed for each individual site involved in development of interface software.

Full requirements are set forth in the USPS LACS^{Link} License Agreements and related documents. In the event of a conflict between this document and the standard LACS^{Link} License Agreement, the terms of the LACS^{Link} License Agreement prevail.

The following material describes the process for a Developer to qualify for a license and certify a LACS^{Link} software interface. Information for each step of the certification process is included.

Developer must submit all materials to USPS at the following address:

> MOVE UPDATE SUPPORT DEPARTMENT (LACS^{Link} PRODUCT)
> NATIONAL CUSTOMER SUPPORT CENTER
> UNITED STATES POSTAL SERVICE
> 6060 PRIMACY PKWY STE 201
> MEMPHIS TN 38188-0001

Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Developer and approved by the USPS:

* Application
* Confidentiality Statement
* Self-Certification Statement
* Key Personnel Listing
* Web Access Request Form
* Security Documentation

USPS will notify Developer if it determines that Developer has completed Step 1 to the satisfaction of USPS.

Step 2. Software Development

Upon successful completion of Step 1 as evidenced by USPS's issuance of a notice to Developer, USPS will forward a standard LACS^{Link} Software Development License Agreement ("License Agreement") and an invoice for the $1,000.00 license fee to Developer. **The LACS^{Link} License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Developer must return the original signed standard License Agreement to USPS together with payment of the license fee. After USPS receives the signed License

Agreement and payment, and completes its review and approval, USPS will sign the License Agreement. USPS will then forward a copy of the fully executed License Agreement and a Software Developer Kit (SDK) to the new LACS^{Link} Developer.

The SDK will include a Software Developer Guide (SDG) and CD's with sample code and sample data to facilitate software development. Developer's software interface must meet the requirements set forth in the SDG and the Software Performance Requirements (SPR). .

A LACS^{Link} Stage I test file will be available for testing through the assigned internet account. This file will contain test questions and the expected answers.

NOTE: All source code designed to access the secure data store technology of LACS^{Link} shall be considered Confidential Information and is subject to the provisions of the Confidentiality Statement.

Step 3. LACS^{Link} Testing & Certification

Developer must submit to USPS a written request and a Software Product Information Form requesting that USPS perform a LACS^{Link} certification test. The USPS will notify Developer when it has sent a test file. (While LACS^{Link} testing will usually occur remotely, USPS reserves the right to perform testing on-site and/or request a copy of Developer's software interface for testing purposes.)

The following items are tested in Step 3:

- Ability to correctly process test files
- Ability to provide new addresses in accordance with LACS^{Link} product requirements
- Ability to produce output file with as well as any return codes
- Understanding and performance of administrative requirements which includes processing the certification test and submitting the proper paper work and/or reports.

If USPS determines that Developer fails the initial certification test, Developer may submit to USPS a written request for an additional certification test.

Step 4. USPS Interface Certification

Upon USPS determining that Developer has successfully completed Steps 1 - 3, USPS will issue a software certification notice to Developer.

Developer's LACS^{Link} interface software MAY NOT be used, sold and/or distributed for use unless the party using Developer's LACS^{Link} interface software has entered into a standard LACS^{Link} product license agreement with USPS. In the event Developer desires to sell or distribute its software to third parties, Developer must enter into a separate license agreement with USPS.

Step 1
LACS^{Link} Software Developer
Application

Please Print:

Company Name: _____

Company Address: _____

City: _____ State: _____ ZIP+4: _____

Tax ID No. (TIN): _____ Standard Industry Code (SIC/NAICS): _____

Telephone No.: _____ Fax No.: _____

Contact Name: _____

Parent Company (if applicable): _____

E-mail Address: _____

Site Identification: ☐ Primary Site ☐ Secondary Site

For Secondary Site Applications:

Provide Primary Site Authorization Code: _____

Terms and Conditions of Application for License

1. Applicant understands and agrees that: (a) the LACS^{Link} product may only be used by Applicant or parties using Applicant's LACS^{Link} software program(s) ("software") to update existing mailing lists that are used to prepare mail for the purpose of acceptance and delivery by the United States Postal Service; (b) Applicant must represent to parties interested in using its software that use of Applicant's software is restricted to parties that have been approved to enter into LACS^{Link} product license agreements with the United States Postal Service (USPS); and (c) Applicant (if it enters into a LACS^{Link} product license agreement for the sale of its software) is prohibited from selling and/or distributing its software to any party that is not approved for a USPS LACS^{Link} product license.

2. Prior to consideration for a LACS^{Link} Software Developer license, Applicant must demonstrate its capability of software development, support and maintenance to the sole satisfaction of USPS. **Applicant must submit the Self-Certification Statement, along with this Application** to enable USPS to make this determination.

3. Applicant is not eligible to receive a LACS^{Link} Software Developer Interface Certification prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific LACS^{Link} software.

4. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time as Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the LACS^{Link} product.

5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed LACS^{Link} software.

6. Applicant is in good standing under all existing license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.

7. USPS may elect not to award Applicant a Software Developer license agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.

8. Applicant shall submit written notice to USPS of any material change to the information submitted as part of the application and supporting documents within thirty (30) days of the occurrence of such change.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS LACS^{Link} Software Developer License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).

Applicant Name:

By: _____ (Signature)

Name:
Title:
Date:

Step 1
LACS^{Link} Software Developer
Confidentiality Statement

All material supplied in connection with the application for and use of LACS^{Link} Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with LACS^{Link} technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the LACS^{Link} Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards a LACS^{Link} License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of a LACS^{Link} License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name_____LACS^{Link} Product_____

Company Name: _____

Name: _____

Title: _____

Signature: _____ Date: _____

Please sign and return to:
MOVE UPDATE SUPPORT DEPARTMENT (LACS^{Link} PRODUCT)
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Step 1
LACS^{Link} Software Developer
Self-Certification Statements

The following provides clarification and specifics for Item 2 of the Application. This must be provided for evaluation along with the Application.

1. A narrative describing the nature of the applicant's business, with emphasis on its experience in software development, support and maintenance.

2. A description of how the applicant plans to utilize LACS^{Link} technology as part of its business or service offering.

3. Key Personnel list (attached)

4. Proposed Equipment/Software Product information

5. PS Form 1357-W, Web Access Request Form (to obtain a current copy of this document please visit, http://www.usps.com/forms/_pdf/ps1357w.pdf)

6. Security Documentation (to obtain a current copy of this document , please visit http://ribbs.usps.gov/files/LACSLink/SITESECURITYREVIEW.PDF)

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

Step 1
LACS^{Link} Software Developer
Key Personnel

LICENSING CONTACT: (Primary contacts for licensing issues)

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____-_____

Phone: ( ) ___-_____ Ext: _____ FAX: ( ) ___-_____

Primary Contact: _____

Phone: ( ) ___-_____ Email: _____

Alternate Contact 1: _____

Phone: ( ) ___-_____ Email: _____

Alternate Contact 2: _____

Phone: ( ) ___-_____ Email: _____

SITE CONTACT: (Primary contacts for operational issues)

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____-_____

Phone: ( ) ___-_____ Ext: _____ FAX: ( ) ___-_____

Primary Contact: _____

Phone: ( ) ___-_____ Email: _____

Alternate Contact 1: _____

Phone: ( ) ___-_____ Email: _____

Alternate Contact 2: _____

Phone: ( ) ___-_____ Email: _____

MEDIA CONTACT: (Primary contacts for CD fulfillment)

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____-_____

Phone: ( ) ___-_____ Ext: _____ FAX: ( ) ___-_____

Primary Contact: _____

Phone: ( ) ___-_____ Email: _____

Alternate Contact 1: _____

Phone: ( ) ___-_____ Email: _____

Alternate Contact 2: _____

Phone: ( ) ___-_____ Email: _____

Step 1
LACS^{Link} Software Developer
Key Personnel

TECHNICAL CONTACT: (Primary contacts for technical issues)

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____ - ____

Phone: (___) ___ - ____ Ext: _____ FAX: (___) ___ - ____

Primary Contact: _____

Phone: (___) ___ - ____ Email: _____

Alternate Contact 1: _____

Phone: (___) ___ - ____ Email: _____

Alternate Contact 2: _____

Phone: (___) ___ - ____ Email: _____

MARKETING CONTACT: (Information to be posted on USPS RIBBS Website ☐ YES ☐ NO)

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____ - ____

Phone: (___) ___ - ____ Ext: _____ FAX: (___) ___ - ____

Primary Contact: _____

Phone: (___) ___ - ____ Email: _____

Alternate Contact 1: _____

Phone: (___) ___ - ____ Email: _____

Alternate Contact 2: _____

Phone: (___) ___ - ____ Email: _____

Company Web site: _____

Customer Service Email: _____

Customer Service Phone: _____

BILLING CONTACT: (Primary contacts for billing issues)

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____ - ____

Phone: (___) ___ - ____ Ext: _____ FAX: (___) ___ - ____

Primary Contact: _____

Phone: (___) ___ - ____ Email: _____

Alternate Contact 1: _____

Phone: (___) ___ - ____ Email: _____

Alternate Contact 2: _____

Phone: (___) ___ - ____ Email: _____

Step 1
LACS^{Link} Software Developer
Security Documentation

Provide a description of the specific measures taken to secure the physical and electronic environments in which the LACS^{Link} system will reside. (Attach separate documents if necessary.)

The Site Security Review Worksheet may be downloaded from the USPS web site http://ribbs.usps.gov/files/ncoalink/SITESECURITYREVIEW.PDF. If descriptions are not clear or further clarification is needed, a diagram and/or a Site Security Review Worksheet may be required.

Step 1
LACS^Link Software Developer
Security Documentation

Provide a description of the specific measures taken to secure the physical and electronic environments in which the LACS^Link system will reside. (Attach separate documents if necessary.)

The Site Security Review Worksheet may be downloaded from the USPS web site http://ribbs.usps.gov/files/ncoalink/SITESECURITYREVIEW.PDF. If descriptions are not clear or further clarification is needed, a diagram and/or a Site Security Review Worksheet may be required.

Step 3
LACS^{Link} Software Developer
Software Product Information

Hardware and software used to interface with the LACS^{Link} data: _____

Company Name & License Number : _____

Platform or Operating System: _____

LACS^{Link} Software Product Name: _____

LACS^{Link} Software Product Version: _____

Is Software Hardware Dependent? _____

Address Matching ZIP + 4 Product Name: _____

Address Matching ZIP + 4 Product Version: _____

Address Matching ZIP + 4 System: **PLEASE CHECK ONE:**

CASS Certification Options:

☐ Open System – Defined as having the ability to modify, adjust, or tweak the application in a manner that will affect the applications ZIP+4 matching decisions. Developers using an Open System must independently obtain CASS certification for the system.

☐ Closed System – Defined as **NOT** having the ability to modify, adjust, or tweak the application in a manner that will affect the applications ZIP + 4 matching selection or decisions. Developers using a Closed System will not be required to obtain separate CASS certification for the system.

    DPV Product Name: _____

    DPV Product Version: _____

LACS^{Link} Software options:

☐ Integrated – Address Matching and LACS^{Link} software are integrated into a single software package.

☐ Standalone – Address Matching and LACS^{Link} software are separate software packages.

NOTE: Checklists for all supporting documents will be available at time of testing. The USPS shall not be obligated to pay any costs incurred in preparing any technical proposal, software development costs, or testing costs regardless of whether or not the USPS awards a LACS^{Link} Software Developer License to the applicant.

Note: Please mark any item as N/A if it is not applicable.

Step 4
LACS^{Link} Software Developer
Execution of License

Upon USPS determining that Developer has successfully completed Steps1 - 3, USPS will issue a software certification notice to Developer. **Developer's LACS^{Link} interface software MAY NOT be used, sold and/or distributed for use unless the party using Developer's LACS^{Link} interface software has entered into a standard LACS^{Link} product license agreement with USPS. In the event Developer desires to sell or distribute its software to third parties, Developer must enter into a separate license agreement with USPS.**